

## **POSITION DESCRIPTION**

Title: Director, Department of Archives and History

Department: Department of Archives and History

Job Analysis: October 2004, February 2011, January 2014, May 2014, September 2014

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: County Administrator

Subordinate staff: Chief Administrative Assistant, Archives Specialist

Internal contacts: Employees, Elected Officials

Status: Classified/Exempt (EC-8)

### **Job Summary**

The responsibilities of this position include, but are not limited to, organizing, planning and coordinating the creation, maintenance, storage, preservation, and disposition of activities of a wide variety of county records and materials which will ensure compliance with professional and legal standards. Work functions will include administrating the archival program and work space, directing the county's archival program, and determining the proper practice and procedures for the collection, classification, care, preservation, and disposition of materials from county departments, boards, commissions, and other governmental agencies which have historical, administrative, legal, research, cultural, genealogical, and other significant value. The responsibilities will also include serving as a liaison to the Baldwin County Historic Development Commission and accomplishing a myriad of historical and civic responsibilities as assigned.

### **Job Domains**

#### **A. Management**

1. Develop the Archival program and work space in order to create the archive program which will ensure compliance with professional and legal standards.
2. Conduct extensive research in order to identify needs for technology, staffing, storage area layout, equipment, etc.

3. Determine the proper practice and procedures for the collection, classification, care, preservation, and disposition of materials from county departments, boards, commissions, and other governmental agencies which have historical, administrative, legal, research, cultural, genealogical, and other significant value.
4. Develop and maintain policies and procedures for retention to ensure that appropriate materials are stored at optimum cost effectiveness and security and to ensure the preservation of county archival materials.
5. Establish and maintain an inventory control/access and retrieval system for materials.
6. Compile and maintain archival management data and reports.
7. Plan and conduct training programs for staff on proper archival methods.
8. Ensure compliance with all state and federal guidelines relating to archiving.
9. Supervise and manage employees to include delegating work, evaluating performance, and resolving conflicts as needed to ensure the productivity of the -program.

#### B. Records Management

1. Utilize imaging equipment and software to electronically store documents.
2. Sort, collate, index and shelf materials in the most advantageous manner.
3. Prepare shelf lists and cross index files in order to access materials.
4. Prepare and direct the preparation of document descriptions and reference aids such as accession lists, indexes, guides, abstracts, etc.
5. Destroy or arrange for destruction eligible materials according to records laws and regulations.
6. Maintain a computerized data base of information on materials retained and destroyed.
7. Provide technical expertise and coordination related to the development and implementation of a legally-compliant record keeping system.
8. Advise elected and administrative officials regarding the laws, regulations, and benefits of records management practices.
9. Coordinate the transfer of records to the records center or archives.
10. Coordinate records management activities with office staff to ensure effective and efficient creation and maintenance of records.

#### C. Historical Consultation/Coordination

1. Serve as the historical consultant for the Bicentennial Park with the goal of advising that the park demonstrate the significance of Baldwin County's heritage.
2. Establish events at Bicentennial Park that emphasize the distinct culture of Baldwin County.

#### D. Reception and Referral

1. Verbal and writing skills to communicate effectively.
2. Provide information by telephone and personally to the general public.
3. Establish and maintain effective working relationships with employees, public officials, and the general public as needed to answer questions and provide technical expertise in the maintenance and retrieval of documents and records.

### **Knowledge, Skills and Abilities**

(any item with an asterisk will be taught on the job.)

1. Knowledge of the legal and administrative rules and regulations of records disposal and retention.
2. General knowledge of the functions, organizations and history of the county.
3. Knowledge of the techniques of records preservation, duplication, and restoration.
4. Knowledge of the principles of records management and record retention schedules.
5. Knowledge of various types of office equipment used to index and store documents such as microfilm, microfiche, and computer databases.
6. Ability to plan and organize to include setting priorities, developing a strategy, following a plan, and accomplishing goals.
7. Ability to judge the adequacy of departmental record keeping and storage facilities and to make recommendations for revision when necessary.
8. Ability to communicate ideas in writing to include organizing thoughts in a logical manner with clarity and conciseness.
9. Ability to develop, implement and analyze complex filing and records management systems to include manual and automated systems as needed to collect, store, and retrieve historical documents and records.
10. Ability to read and understand complex written materials including state, federal and local laws, regulations, legal documents, professional publications, and finding aids.
11. Ability to use math skills to calculate fees, maintain accounts, and manage a budget.
12. Ability to write legibly to complete documents and forms.
13. Ability to operate standard business equipment.

### **Other Characteristics**

1. Willing to work nonstandard hours as necessary.
2. Willing to travel to attend meeting and workshops as required.

### **Minimum Requirements**

1. Bachelor's degree from an accredited four (4) year college or university in history, political science, government, public administration or closely related field and two (2) graduate courses in archival administration.
2. Master's degree from an accredited four (4) year college or university in one of the areas listed above or library science including two (2) graduate courses in archival administration is preferred.
3. Have a valid driver's license.